

CITY OF BRYAN
JOB DESCRIPTION – 3210

Working title: SUPERVISORY OPERATOR

Career Ladder: TECH PROF W/SUPV

Level: 331

Division: TRANSMISSION

Department: BRYAN TEXAS UTILITIES

SUMMARY AND PRIMARY FUNCTION

With specific guidance and direction from superiors, supervises and coordinates the personnel and daily operation of a 24 hour dispatch center. This position frequently performs duties similar in nature to those performed by employees for whom he/she is responsible. Ensures compliance with approved operations and human resources policies and procedures.

PRIMARY DUTIES

Coordinate outage scheduling with BTU crews and contractors; schedule outages with ERCOT. Review trouble/complaint reports and verify accuracy in Outage Tracker.

Supervise and evaluate personnel in dispatch center; coordinate employee leave and schedule of operations; schedule and monitor employee training; make recommendations for hiring, firing, discipline, promotion, etc.

Write reports summarizing outages; direct and support the restoration of service.

Write and review switching orders; monitors switching operations.

EDUCATION AND EXPERIENCE

A Bachelor's degree in discipline related to area of responsibility (electrical engineering, engineering technology, etc.) plus 4-6 years of directly related experience or Master's degree with 2-4 years directly related experience.

An equivalent combination of education and experience as an electrical dispatcher or experience working in electric substations, power plants or transmission/distribution line maintenance and construction, including some supervisor responsibilities, will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

Technical knowledge of electrical design, construction, installation and maintenance.

Extensive knowledge of distribution systems including physical location and use of field switches, substations and transmission facilities.

Ability to anticipate, analyze and diagnose complex technical problems and implement prudent solutions that may change rapidly in emergency situations.

SPECIAL REQUIREMENTS AND LICENSES

NERC Certification desired.

EQUIPMENT

SCADA system, telephone, computer and radio.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.